

## Employment Opportunity

### The Salvation Army Ontario Central East Division

Position Title:	Housing Locator	Competition #:	36/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time / contract temp until March 31, 2018
Salary Range:	\$20.16	Date posted:	August 16, 2017
City:	Ottawa	Posting Expires:	August 29, 2017

**Applications Accepted By:**

Fax or E-mail:  
 (613) 241-2818 or sorjobs@ottawaboothcentre.org  
**Attention:** Employee Relations Department  
**Please no phone calls.**

Mail:  
 Employee Relations Department  
 171 George St. Ottawa, ON K1N 5W5

**Position Description**

**JOB PURPOSE:**

Recruit landlords and develop and implement an inventory of housing options that will be available to people experiencing homelessness across the homeless service system.

**RESPONSIBILITIES:**

- identify private market rental units and build an inventory of available housing options
- develop tools to raise awareness of housing programs and services (e.g. marketing tools, brochures, newsletters)
- participate in landlord, property management and home builder network activities to market a variety of housing programs and the benefits of working with them
- provide information to landlords about:
  - The Housing First model (an overview)
  - Rental subsidy programs
  - Rent direct payments
  - On-site supports available to tenant, as needed
- serve as the primary point of contact for landlords who have tenants receiving Housing Based Case Management services.
- maintain a database of procured units, noting geographical area, price and characteristics including: unit accessibility, proximity to community resources, transportation services, etc.
- collaborate with General Housing Assistance staff and Housing-Based Case Managers to ensure appropriate housing options are available
- act as a resource to staff as clients identify and choose units, negotiate the initial lease with landlords, and provide support to resolve any serious tenancy issues that arise

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#### **QUALIFICATIONS:**

- relevant completed post-secondary education
- knowledge of local private housing rental market and Ontario Residential Tenancies Act
- minimum 1 year's experience building and fostering community relationships
- minimum 1 year's experience creating and maintaining vendor relations
- understanding of challenges faced by vulnerable populations seeking permanent housing
- strong database development and maintenance skills
- strong presentation and public speaking skills
- intermediate skill level with Microsoft Office Suite
- ability to work well independently
- valid Class "G" driver's license
- personal vehicle required, including personal automobile insurance coverage, for daily travel within City of Ottawa limits
- bilingualism (English & French) is essential
- must supply a current Clear Police Reference Check

**SALARY:** \$20.16 per hour/40 hours per week

**Hours of work:** Monday to Friday 8:00am – 4:30pm

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*